



Adopt A Shelter 

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**SHELTER APPLICATION FORM**

**Date** \_\_\_\_\_

**Contact Information**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Organization Name: \_\_\_\_\_

**Shelter Information**

Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Why do you want to Adopt-A-Shelter? \_\_\_\_\_

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## GUIDELINES

The IndyGo Adopt-A-Shelter initiative highlights partnerships between IndyGo, individuals and organizations that are committed to enhancing Indianapolis communities. Together, we will continue to invest in our neighborhoods and ensure adequate access to public transportation.

Through this initiative, you will have an opportunity to:

- Demonstrate leadership, along with your neighbors, who are committed to enhancing their local community
- Assist IndyGo with keeping your neighborhood attractive, clean and safe
- Contribute to your neighborhood's beautification efforts
- Receive recognition for your individual or group efforts

To assist you with this project, IndyGo will provide:

- A commemorative plaque/sign in the shelter you adopt and a separate plaque for personal display
- Acknowledgement on [www.IndyGo.net](http://www.IndyGo.net), e-newsletters, company newsletters, special presentations, and during IndyGo board meetings
- Thirty complimentary day bus passes per year
- Bus route information including rack cards, schedules, customer notices and others
- Plastic trash bags

Each adopter agrees to voluntarily:

- Remove litter at the shelter at least twice per month.
- Clean the shelter at least once per month (wipe shelter panels).
- Contact IndyGo to request trash bags and repair or replacement of trash containers.
- Notify IndyGo of any excessive litter, damage, graffiti, or vandalism at/in the shelter.
- Contact IndyGo's Adopt-a-Shelter coordinator prior to making any outside enhancements to the shelter including planting flowers, posting materials, etc. Program materials and forms will also be available on [www.IndyGo.net](http://www.IndyGo.net).
- Maintain a monthly maintenance log of activities and submit it to the Adopt-A-Shelter coordinator.
- Recognize that litter may contain hazardous, heavy or dangerous materials. Refrain from touching or handling hazardous material. Contact the proper agency for disposal instructions for litter that may be hazardous, dangerous or heavy.
- Contact IndyGo if you are unable to maintain the shelter for any period of time.
- Alert the Adopt-A-Shelter coordinator about any other shelter or service concerns.



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## **AGREEMENT & SIGNATURES**

This agreement is effective from the date signed by both parties. IndyGo retains the right to terminate this agreement at any time.

Thank you for your commitment to the City of Indianapolis, your community and the people who depend upon our services. Together, we will make a positive contribution to our environment.

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**Adopt-A-Shelter Individual/Organization Signature**

**Date**

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**IndyGo Signature**

**Date**

Please submit your completed form to one of the following:

Fax: (317) 614-9317 – Attention: Amy Wilmer

E-mail: [awilmer@indygo.net](mailto:awilmer@indygo.net)

Mail: IndyGo, Adopt-a-Shelter Project  
Attention: Amy Wilmer  
1501 W. Washington Street  
Indianapolis, IN 46222

The **Adopt-A-Shelter** team will review all applications and contact you to discuss your request. Thank you for your interest in **IndyGo**.